

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-105

Date: April 16, 2002

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA QUARTERLY REPORTING REQUIREMENTS FOR
MARCH 31, 2002.

The purpose of this information bulletin is to provide instructions regarding reporting requirements under the Workforce Investment Act (WIA). These instructions address financial and participant data reports for the following funding streams and grants codes:

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response 25 Percent (GC 540, 541, 542, 543)
- National Emergency Grants (NEG) (GC 723, 724, 727, 728, 729, 737)
- Veterans Workforce Investment Program (VWIP) (GC 377, 378)
- Title II (JTPA) to Title I WIA Transition (GC 112, 222, 276)
- Title III (JTPA) to Title I WIA Transition (GC 516, 517, 604, 608)
- WIA 15 Percent Statewide Activities (GC 197, 198, 211, 213, 214, 290, 291, 607, 609, 610, 612, 614, 615, 616, 617, 618, 619, 620)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the quarter. For Program Year (PY) 2000, beginning dates for subgrants with "early" youth funding will vary depending on the date Local Workforce Investment Area (LWIA) accepted their "early" youth funding. The beginning date for PY 2001 youth funding is April 1, 2001.

All PY 1999 funds transitioned from the Job Training Partnership Act to WIA must be spent by June 30, 2002. Any PY 1999 funds not spent as of that date must be recaptured and returned to the Department of Labor. Expenditures should be based on the "FIFO" first in, first out method of accounting, which means the first funds received should be spent before more recently received funding. In addition, all PY 2000 funds distributed by WIA formula allocation (GC 201, 202, 301, 340, 501, and 502) have a two-year life and must also be spent by June 30, 2002. This requirement applies to all formula funds incorporated into subgrants for the Year of Appropriation 2000, (i.e. R069xxx). Any PY 2000 Formula funds not spent by June 30, 2002, must be recaptured and returned to the Employment Development Department (EDD).

Youth Fund Requirements

Expenditure requirements under Section 129 of the WIA states that at least 30 percent of the Youth Formula funds must be spent on out of school activities. The LWIAs need to review current expenditure amounts to out of school activities to ensure they will meet the required amount when they closeout the youth formula funds for PY 2000-2001.

Submission of reports

Subgrantees with access to the Job Training Automation (JTA) System are required to transmit the quarterly financial reports and Individual Participants Data (IPD) in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business on April 20, 2002. Expenditure data for all grants codes EXCEPT grants codes 276, 301, and 340 (Youth), must be submitted using the JTA screen shown in *Attachment 1*. Expenditure data for grant codes 276, 301, and 340 (Youth) must be submitted using the JTA screen shown in *Attachment 2*. Line item instructions for *Attachments 1 and 2* are included with each attachment. Signed hard copies are not required for reports submitted for the March 31, 2002, report period. Signed copies are not necessary until reports are submitted for the June 2002 report period or until a closeout is filed.

Subgrantees without access to the JTA system for reporting purposes must submit signed quarterly financial reports by mail or by fax no later than close of business April 20, 2002. If the reports are misplaced, they can be retrieved by accessing them through the links shown on page three of this bulletin.

Program expenditures for the following grant codes are **only** to be reported on the "Other " line in Section V. line 5 of the EXPD "Summary of Expenditures" (*Attachment 1*):

- Local Area Training (GC 211)
- RR (GC 540, 541, 542, 543)
- NEG (GC 723, 727, 728, 729, 737)

Program expenditures for the above grant codes **are not** to be split into the categories shown in Section V, lines 1-4 of the EXPD "Summary of Expenditures" (*Attachment 1*).

Participant reports **are not** due for grant codes 202 and 502. **Only** financial reports are required.

Veterans "Participant" Reporting

All veteran providers funded by grant codes 377, 378, 609, and 610, need to manually complete the Veteran Participant Report Summary (in addition to submitting the IPD electronically) to collect data required by the DOL, Veterans' Employment Training Service. A copy of this form is provided in *Attachment 3*. All veteran providers must fax a hard copy of the completed Veteran Participant Report Summary form for the third quarter ending March 31, 2002, by April 20, 2002, to the attention of your Veterans' program manager at (916) 653-0597. For any questions related to completing the

report form, or any questions on veteran participant reporting, please call your Veterans' program manager.

Note: As a reminder, 2001-2002 enrollment data (Section 11.B) needs to include 2000-2001 participants that were not exited.

Inquiries

If you have questions on financial data, please contact David A. Simpson at (916) 654-9819 or Erma Mason (916) 653-1465, Financial Management Unit. For questions regarding participant data, please contact Jim Fitzgerald, Performance Management Unit, at (916) 654-8298. For JTA Questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE

Chief

Workforce Investment Division

Attachments are available on the Internet:

1. [Summary of WIA Expenditures Form and Line Item Instructions](#) (DOC)
2. [Summary of WIA Expenditures –Youth Form and Line Item Instruction](#) (DOC)
3. [Veterans' Workforce Investment Program \(VWIP\) Form](#) (DOC) (158k)